

# **Memorandum of Understanding**

## **Draft**

### **Participating Agencies:**

- DHS Child Welfare
- Marion County Health Department (Developmental Disabilities, Mental Health)
- Mid-Valley Behavioral Care Network
- Oregon Youth Authority
- Marion County Juvenile Department
- Oregon Department of Education
- Cascade School District
- Gervais School District
- Jefferson School District
- Mt. Angel School District
- North Marion School District
- North Santiam School District
- Salem/Keizer School District
- Silver Falls School District
- St. Paul School District
- Woodburn School District
- Willamette Education Service District

### **Introduction**

This Memorandum of Understanding (MOU) will serve as a document to guide the above participating agencies in working together to jointly serve children and youth we have in common who are or maybe receiving services in Marion County. This MOU is intended to ensure that children and youth are being set up for success by having adequate interagency supports and a common plan for coordination of services, while taking into consideration the immediate needs of the children and youth and the safety and security of the school and community environments.

### **Rationale**

Marion County agencies recognize the strength of our support systems when we come together in the best interest of children and youth. Because of our deep commitment to serve children and youth who reside in Marion County, it is imperative to recognize this MOU as a way to become positive change agents. As children and youth's living situations change it may also change the coordination of their services and requires the formalization of a process to open the lines of communication between agencies. It is necessary that children and youth be able to access appropriate agency and education services in the most normalized setting, with the least amount of barriers, with as much up to date information as possible, and within the shortest time.

This Memo of Understanding (MOU) is intended to give guidance and assistance in the coordination of services to children and youth with an emphasis in bringing together social service, mental health, juvenile justice and educational supports. The participating agencies do recognize that barriers exist and these barriers can have a negative impact on a child's overall success.

### **Barriers:**

- (1) **Exchange of Information and Confidentiality Issues** - Sharing info across agencies; obtaining information needed to make appropriate educational placement and ensure a safe school environment; delay in allowing student to integrate into school setting until essential information is gathered; different perspectives regarding what information is considered essential.
- (2) **Inter-agency Coordination** - Limited knowledge of mandates, structural dynamics, and operating procedures of different agencies; limited coordination in service; lack of identified points of contact in each agency, children and youth placements that are from outside of Marion County, and summer transitions.
- (3) **Fiscal** – Service eligibility, variations of service plans, and availability of resources based on eligibility.
- (4) **Communication** – lack of permission to release information

### **Roles and Responsibilities**

See Attached Chart in Appendices

### **Student Enrolling in School**

Whenever possible, advanced notification of a child or youth's transition into a new school (i.e. from residential treatment, youth corrections facility, or foster care) will enable all agencies the ability to participate in planning and coordinating for a child or youth's services and allow for a systematic and smooth transition. Depending on the availability of critical information, release of information documents, and the needs of each individual child or youth, pre-enrollment meetings may need to be held in order to assist with the exchange of information, address appropriate educational placement decisions, and address additional agency support systems.

The use and forwarding of the ***Student Initial Transition Summary Form*** and a follow-up telephone call to the designated school contact number (**see attached list of points of contact in Appendices**) would constitute adequate notification of a child or youth's intent to enroll in school.

A staffing may be requested by any agency for a child or youth who presents a significant safety concern. Staffing representatives may include:

- Student if possible
- Parent, surrogate parent and/or foster parent
- Designated School Administrator
- School Counselor
- Mental Health Staff
- Special Education Teacher (if required)
- General Education Teacher
- Family Support Advocate
- Probation/Parole Officer
- Transition Specialist when assigned to the youth
- Child & Family Team Members

Special education and Section 504 eligible students may require additional team meetings to address legal mandates. If additional meetings are required appropriate school staff will work with agency representatives to schedule these meetings.

## **Communication**

### **a. Confidentiality**

Any additional information shared about the child or youth will fall under the requirements of a signed Permission to Exchange Information. Participating agencies will provide information to each other in accordance with Oregon laws and other specific laws regulating each agency. Each participating agency will share information necessary for assuring the security and safety of children and youth such as those listed in the Safety and Priority Notification Section. Whenever applicable, the child or youth will be involved in deciding what information will be shared.

### **b. Safety and Priority Notification**

In all cases, when any agency representative who becomes aware that a youth has been or is involved in:

- Behaviors involving a firearm, weapon, fire setting
- Charged with a crime that, in the agencies opinion, represents a risk to others;
- The youth's victim or alleged victim is already enrolled in the same school/district;
- Threats to harm self or others; and
- Adjudicated Youth

He/she will notify all appropriate agency points of contact working with the child or youth, at least by telephone (when determined appropriate), and will follow up with a conference call as needed.

In all cases, the school administrator and parent/guardian will notify each other when there are significant behavior concerns. Notification will be the same working day. Incidents that require suspension or expulsion consideration are regarded as "significant". Other student specific behavior incidents previously agreed to will also be reported.

### **Dispute Resolution**

All participating agencies will encourage their respective staffs to resolve disputes through honest and open communication between the individuals having the dispute at the lowest possible level. For all aspects of this MOU, it is the intent of all agreeable parties to maintain current practice and levels of effort. Any changes not specified in the above MOU will be a result of cooperative communication between the members of the agencies being represented.

Members of the agencies who have given their time in the development of this MOU have agreed to meet at least quarterly to revisit and refine this MOU. Time will be given to the establishment of Frequently Asked Questions as well as problem-solving issues that have risen.

### **Memo of Understanding Representative Agency Signatures**

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**DHS Child Welfare**

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**Marion County Health Department (Developmental Disabilities)**

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**Marion County Health Department (Mental Health)**

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**Mid-Valley Behavioral Care Network**

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**Oregon Youth Authority**

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**Marion County Juvenile Department**

Memo of Understanding Between Marion County Agencies and School Districts Serving Children and Youth in Marion County

5/14/2008

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**Oregon Department of Education**

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**Cascade School District**

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**Gervais School District**

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**Jefferson School District**

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**Mt. Angel School District**

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**North Marion School District**

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**North Santiam School District**

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**Salem/Keizer School District**

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**Silver Falls School District**

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**St. Paul School District**

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**Woodburn School District**

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**Cascade School District**

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**Willamette Education Service District**

## **Appendices**

- A. Agency Roles and Responsibilities Chart**
- B. Agency Points of Contact**
- C. Student Initial Transition Form**
- D. HIPAA Form/Release of Information**
- E. Website Resources (Links)**
- F. Frequently Asked Questions**

## Appendix A:

### Agency Roles and Responsibilities Chart

Topic	DHS Caseworker	Juvenile Probation Officer	OYA Probation Officer	Children's Mental Health	Developmental Disabilities	Parent(s)/Guardian/ Foster Parent(s)	Sending School	Receiving School
Provide List of Marion County School Points of Contact							X	X
Provide List of State and County Agency Points of Contact for Marion County	X	X	X	X	X	X		
Contact school prior to enrollment (if known)	X	X	X			X	X	
Provider of Points of Contact for outside agencies involved with the Student	X	X	X			X	X	
Enroll Child in School						X		X
Submission of critical information (Student Initial	X	X	X			X	X	X

<b>Transition Form) to school or from school for enrollment purposes</b>								
<b>Submission of Related School Information on Student Educational Transition Summary or other documentation</b>	X	X	X	X	X	X	X	
<b>Determination of need for meeting prior to enrollment</b>	X	X	X			X		X
<b>Determination of need for IEP or 504 Meeting</b>						X		X
<b>Notification of Safety Issues</b>	X	X	X	X	X	X	X	X
<b>If needed, participation in meeting prior to student attending school to discuss services</b>	X	X	X	X	X	X	X	X



<b>Request student records from previous schools</b>						X	X	X
<b>Sign and distribute permissions to release and share information between agencies serving student</b>	X	X	X	X	X	X		X
<b>Continued communication to school and from school regarding significant behavior concerns</b>	X	X	X	X	X	X		X

## **Appendix B:**

### **Agency Points of Contact**

<b><u>Marion County School Districts</u></b>	<b><u>Emergency #</u></b>	<b><u>Contact #</u></b>
Cascade School District, Special Services Director	<b>503-749-8488</b>	<b>503-749-8313</b>
Gervais School District, Special Services Director		
Jefferson School District, Special Services Director		
Mt. Angel School District, Special Services Director		
North Marion School District, Special Services Director	<b>503-678-8509</b>	
North Santiam School District, Special Services Director		
Salem-Keizer School District,		
Coordinator, Special Programs	Hotline #	503-399-3101
Silver Falls School District, Special Services Director		
St. Paul School District, Superintendent		
Woodburn School District, Special Services Director		
Willamette ESD, Assistant Director, Special Programs		503-385-4568
<b><u>Marion County Agencies</u></b>		
DHS Child Welfare		
Marion County Health Department		
Developmental Disabilities	503-588-5288	503-361-2766
Mental Health	503-588-5288	503-361-2766
Mid-Valley Behavioral Care Network, Children's System		
Coordinator	503-584-4838	503-584-4858
Oregon Youth Authority, Marion OYA Filed Supervisor	503-981-9531	503-378-6804 x225
Marion County Juvenile Department		

**Appendix C:**

**Placeholder for Student Initial Transition Form**

**Appendix D:**

**Placeholder for HIPAA FORM/Release of Information**

## Appendix E:

The below information from the Family Educational Rights and Privacy Act (FERPA) and Oregon Administrative Rules are intended to give guidance to Marion County School Districts, families and representatives of agencies seeking to enroll a student into Marion County Public Schools.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_581/581\\_021.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_021.html)

- 581-021-0340 - Exceptions to Prior Consent
- 581-021-0360 – Conditions for the Disclosure of Information to other Educational Agencies or Institutions
- 581-021-0380 – Conditions for the Disclosure of Information in Health and Safety emergencies

## **Appendix F:**

### **Frequently Asked Questions**